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Review Date: 2 DEC '88
HR 70-3
Date: 28 DEC 1978 By: 24

16 January 1957

MEMORANDUM FOR: Director of Central Intelligence

THRU : Deputy Director (Support)

SUBJECT : Inspection of Finance Activities by the  
Chief, Audit Staff

1. Recently the undersigned inspected the finance activities at the following stations for the purpose of determining whether their accounts were in order and if there were any finance operations which could be improved upon.

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2. The accounts at the various stations were found to be efficiently administered but the Headquarters procedures regarding the financing of these activities should be simplified and improved.

3. At each station visited it was noted that the various case officers received a revolving fund advance of approximately \$150 direct from Headquarters to cover their travel expenses and, upon completion of travel, they submitted their vouchers directly to Headquarters for approval and reimbursement. On occasion reimbursement is not received by the case officer in time to meet his needs for the next travel and he borrows an advance from the travel fund of the station chief and repays it later when his travel voucher is paid by Headquarters.

4. To obviate delays in securing reimbursement for travel expense and the adoption of this informal borrowing method of accounting, a procedure should be adopted whereby the working fund of the station chief would be increased and advances made therefrom to his case officers as the need arises. The travel voucher for which the advance was made could be submitted to the station chief and forwarded as part of his account to Headquarters for approval and reimbursement. There are approximately 122 advances now being made by Headquarters to individual case officers at contact stations and residences. These could be reduced to one for each station chief, or approximately accounts in all, thereby simplifying the accounting and reducing paper work.

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5. This matter has been informally submitted to the Office of the Comptroller, and a study is now being made by his office to eliminate these unnecessary accounts and to reduce the paper-work burden on all concerned. No other action is required.

  
Chief, Audit Staff

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cc: AD/O  
Comptroller

} *with hold*

~~SA-DD/S:WEB:mrp (18 Jan 57)~~  
~~Distribution:~~

~~Orig & 1 - Addressee~~  
~~1 - DCI~~  
~~1 - DD/S subject~~  
~~1 - DD/S reading~~

Inasmuch as this report does not reveal any irreconcilable items requiring DCI action or of his interest, Colonel White did not think it appropriate to forward to the Director for his reading.

SIGNED

  
Special Assistant to the  
Deputy Director (Support)

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Date: 22 JAN 1957

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